

## MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

**INSTRUCTIONS:** This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

**Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.**

<b>ORGANIZATION</b>					
OFFICE OF HUMAN RESOURCES (OHR)					
<b>EMPLOYEE NAME</b>					
<b>TRAINING REQUIRED</b>	<b>TRAINING METHOD</b>	<b>WHEN REQUIRED</b>	<b>DURATION</b>	<b>RENEWAL DATE (IF APPLICABLE)</b>	<b>SUPERVISOR SIGN/DATE UPON COMPLETION</b>
<b>ALL EMPLOYEES</b>					
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
LMS Organizational Unit Plan - OHR	OJT	Immediate	2-3 hours	As updated	
LMS Organizational Procedures - OHR	OJT	Immediate	4-32 hours	As processes are added	
Microsoft Office Suite	OJT	Immediate	16 hours	N/A	
Electronic Time and Attendance (WebTADS)	OJT	Immediate	2 hours	N/A	
Eudora	OJT	Immediate	2 hours	N/A	
Meeting Maker	OJT	Immediate	1 hour	N/A	
Ethics	SOLAR website	Immediate	1 hour	Annually for financial disclosure filers only	
IT Security Awareness	SOLAR website	Immediate	1 hour	Annually	
IFMP Travel Manager (approvers, travelers, and preparers)	E-learning	Immediate to within 2 months	1 hour	N/A	
Public Key Infrastructure Procedures (LMS-CP-5630 and 5631)	OJT	Immediate to within 2 months	30 minutes	N/A	

<b>PURCHASE CARD HOLDERS</b>					
Purchase Card Training	Video/Classroom/OJT	Immediate	3 hours	N/A	
<b>FACILITY COORDINATOR/FACILITY ENVIRONMENTAL COORDINATOR/FACILITY SAFETY HEAD</b>					
Facility Safety Head and Facility Coordinator Guide (LAPG 1740.3) and Requirements (LAPG 1740.2)	OJT	Immediate	1 hour	Annually for each function	
Facility Environmental Coordinator Responsibilities (LAPG 8800.1)	OJT	Immediate	1 hour	Annually	
<b>PROPERTY CUSTODIAN</b>					
Property Custodianship Training	Classroom	Next available	2 hours	N/A	
<b>RECORDS LIAISON OFFICER</b>					
Records Retention Schedule and Agency Filing Scheme: NPG 1441.1	OJT	Immediate	30 minutes	N/A	
<b>ORGANIZATIONAL UNIT DESIGNATE FOR LMS</b>					
Use of the Corrective, Preventive and Improvement Action Tracking System	OJT	Immediate/Within 1 month	30 minutes	N/A	
<b>INFORMATION PROTECTION ADVISOR</b>					
Document Availability Authorization Criteria (LMS-CP-5901)	OJT	Immediate	30 minutes	N/A	
Granting Foreign Nationals and Foreign Representatives Computer Accounts (LMS-CP-5518)	OJT	Immediate	30 minutes	N/A	
<b>ADMINISTRATIVE/CLERICAL SUPPORT</b>					
LaRC Office Procedures (Correspondence Log, Weekly Key Activities, etc.)	OJT	Immediate	As needed	N/A	
<b>SUPERVISORS</b>					
IT Security Awareness (Managers)	SOLAR Website	Immediate	1 hour	Annually	
Human Resources Management Overview	Classroom	Within 6 months Within 2 years	40 hours Additional 40 hours	N/A	
Management & Supervisory Training (MAST)	Classroom	Within 6 months Within 2 years	40 hours Additional 40 hours	N/A	

Resources & Financial Management Overview	Classroom	Within 1 <sup>st</sup> year	7 hours	N/A	
Acquisition Overview for Supervisors	Classroom	Within 1 <sup>st</sup> year	3 hours	N/A	
Leadership Skills	Classroom	Within 6 months	40 hours	N/A	
		Within 2 years	Additional 40 hours		
PERSONNEL OPERATIONS BRANCH					
HUMAN RESOURCES SPECIALISTS					
Basic Staffing and Placement	OJT/Classroom	Within 1 month	24-32 hours	N/A	
Basic Position Classification	OJT/Classroom	Within 2 months	24-32 hours	N/A	
Basic Employee Relations	OJT/Classroom	Within 3 months	24-32 hours	N/A	
Cooperative Education Program	OJT	Immediate	24-32 hours	N/A	
Pay Setting	OJT/Classroom	Immediate	24 hours	N/A	
Qualifications Analysis	OJT/Classroom	Immediate	24 hours	N/A	
HUMAN RESOURCES ASSISTANTS					
NPPS System	OJT	Immediate	40 hours	N/A	
Processing Personnel Actions	OJT/Classroom	Immediate/Within 1 month	40 hours	N/A	
Calculating Service Computation Dates	OJT/Classroom (USDA)	Immediate/Within the first 6 months	16 hours	N/A	
EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT BRANCH					
HUMAN RESOURCES SPECIALISTS AND ASSISTANTS (HR DEVELOPMENT)					
Basic Employee Development	OJT/Classroom	Within 3 months	32 hours	N/A	
Simplified Acquisition Procedures	Classroom (USDA)	Within 6 months	40 hours	N/A	
Training Instances Database	OJT	Within 6 months	4 hours	N/A	
MANAGEMENT AND EMPLOYEE SERVICES BRANCH					
HUMAN RESOURCES SPECIALISTS (as pertains to their specialty)					
Basic Employee Relations	OJT/Classroom	Immediate	32 hours	N/A	
Civil Service Retirement System (CSRS) Workshop	OJT/Classroom	Immediate/Within 3 months	32 hours	N/A	

Federal Employees Retirement Systems (FERS) Workshop	OJT/Classroom	Immediate/Within 3 months	32 hours	N/A	
Benefits Orientation	OJT/Classroom	Immediate/Within 4 months	8 hours	N/A	
Basic Labor Relations	Classroom	Within 1 month	32 hours	N/A	
<b>PROGRAM ANALYSIS AND POLICY BRANCH</b>					
<b>HUMAN RESOURCES MANAGEMENT SPECIALIST AND PROGRAM ANALYST</b>					
Full Time Equivalents	OJT	Within 1 month	24-40 hours	N/A	
Center Table of Positions	OJT	Within 1 month	24-40 hours	N/A	
<b>HUMAN RESOURCE MANAGEMENT SPECIALIST (OCCUPATIONAL HEALTH MANAGER)</b>					
Contracting Officer's Technical Representative (COTR) Training	OJT/Classroom	Immediate to within 2 months	20 hours	N/A	
Facility Safety	Classroom	Within 2 months and continuing	As required	N/A	
Environmental Safety	Classroom	Within 2 months and continuing	As required	N/A	
FOIA/Privacy Act	Classroom	Within 2 months and continuing	24 hours	N/A	